

USDA FNS SNAP E&T STATE PLAN

STATE NAME	STATE CODE	FEDERAL FISCAL YEAR	VERSION
Maine	ME	2026	Original Submission

FORM STATUS: Approved on 09/04/2025 11:36 AM EDT

KEY PROGRAM STAFF

Provide one contact person for the State E&T Program.

Name	E-mail
Patricia Dushuttle	Patricia.Dushuttle@maine.gov

AMENDMENT LOG

NOTE: THE AMENDMENT LOG IS ONLY APPLICABLE WHEN SUBMITTING AN AMENDMENT TO A STATE PLAN

ACRONYMS

State agencies may consider including acronyms for the SNAP State agency, SNAP E&T program name, State's management information system, and SNAP E&T providers or contractors.

The below list includes common acronyms utilized within this plan.

Acronym	Definition
ABAWD	Able-Bodied Adult without Dependents
E&T	Employment and Training
FNS	Food and Nutrition Service
FY	Fiscal Year
GA	General Assistance
ITO	Indian Tribal Organization
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
WIOA	Workforce Innovation and Opportunity Act

SUMMARY OF PROGRAM

Provide the vision and mission of the State E&T program. In addition, describe how your State agency's E&T program meets the purpose of E&T which is to:

- Increase the ability of SNAP participants to obtain regular employment
- Meet State or local workforce needs

Maine Department of Health and Human Services (DHHS), Office for Family Independence (OFI), administers Maine's Supplemental Nutrition Assistance Program (SNAP) Employment and Training program (SNAP E&T). Maine SNAP E&T contracts with community-based providers with expertise in employment and training to cover allowable SNAP E&T service components including Job Search Training, Education (basic and post-secondary), Work Experience, Pre-Apprenticeships, Apprenticeships, and Job Retention. Each contracted provider has unique programming that delivers case management in addition to one or more SNAP E&T components. Not all providers deliver all components of service. SNAP E&T providers distribute participant reimbursements on behalf of the State Agency to remove barriers that may impact successful completion of SNAP E&T. Maine SNAP E&T's wide variety of options allows for a continuum of services ranging from short-term Job Search Training to reimbursing post-secondary degree programs that support regular employment and professional career development. Case management is a critical function that is federally required and integrated into all of these components at every agency contracting with the Maine OFI SNAP E&T program. Maine SNAP E&T formally partners with the Maine Department of Labor Competitive Scholarship Program (CSSP), and collaborates with the Department of Health and Human Services HOPE program, co-enrolling participants as appropriate.

Providers select which components of SNAP E&T their agency will contract to deliver based on their expertise, so services vary by provider and by the geographic areas that provider agencies serve. All providers must deliver at minimum one SNAP E&T component and case management in addition to reimbursing participant reimbursements required to complete SNAP E&T programming. All SNAP E&T providers are contractually required to assure that services meet the standards of each component delivered as outlined in the federal SNAP E&T Toolkit at <https://www.fns.usda.gov/snap/employment-training-program-toolkit>. While these providers do not directly deliver services in the educational component, they assist participants with enrollment and pay tuition on behalf of participants to educational institutions. Through its five contracts with providers located throughout the state and one Memorandum of Understanding (MOU) with Maine DOL Competitive Skills Scholarship Program (CSSP), Maine SNAP E&T delivers statewide services.

Maine SNAP E&T staff review Maine DOL data and rely on expertise of contracted WIOA/SNAP E&T providers to assure that state and local workforce needs are considered in the development of and implementation of SNAP E&T programming. As an example, at the State level, a list of occupations that are high-wage and in demand in Maine is utilized as the list for determining post-secondary educational programs approvable for Maine SNAP E&T participants. This list is at: <https://www.mainecareercenter.gov/docs/2021/cssp/CSSP2021HighWageInDemandlist.pdf>. At the local level, one of Maine's SNAP E&T providers is also a WIOA provider whose expertise includes knowledge of local workforce needs in close collaboration with local employers. This relationship benefits Maine SNAP E&T participants by increasing their workforce development and job opportunities. Maine SNAP E&T also works in collaboration with other workforce development initiatives, including current DHHS initiatives to increase availability of health workers (<https://www.maine.gov/healthcaretrainingforme/>), and most recently with a local chamber of commerce that understands and supports the needs of its local employers and administers its programming through a collective impact model.

Is the State's E&T program administered at the State or county level?

- ☒ State
- ☐ County

Provide the web addresses (URLs) of State E&T policy resources used such as handbooks and State administrative code, if available. Enter a single URL per row.

URL	Resource Type
Link to resource	Maine E&T Rules

PROGRAM CHANGES

Summarize changes for the upcoming Federal fiscal year (FY) from the prior FY. Significant changes may include new initiatives, changes in funding or funding sources, policy changes, or significant changes to the number of partners or participants. Significant changes could include those made as a result of management evaluation findings or participation in program improvement initiatives, such as SNAP to Skills. It is not necessary to include changes made as a result of new Federal rulemaking.

Maine is adding one new E&T contracted provider in FY'26 to address increased demands due to return of work requirements and Maine's newly implemented ES referral process. New Ventures Maine will deliver Job Search training and case management, and its participants will have access to multiple remotely delivered courses that focus on financial literacy, self-employment, and starting your own business. New Ventures Maine information is available at: <https://newventuresmaine.org/>. Maine will also expand services provided by Strengthen Lewiston/Auburn (SLA) to include all E&T participants in Maine access to a remote certificate course that delivers job readiness training. This structured course was developed in partnership with SLA local employers and includes eight modules such as Communication, Time Management, Work Ethic and Professionalism, Adaptability and Flexibility, Teamwork and Collaboration, Emotional Intelligence, Problem-Solving, and Conflict Resolution.

Highlight any changes from above that the State agency is making to the E&T program based on the prior year's performance, for instance changes made as a result of E&T outcome and participation data.

Maine implemented a new internal referral system for E&T in FY'25 that requires Eligibility Specialists (ES) to inform all work registrants and ABAWDs about E&T opportunities. This new referral process has resulted in a higher number of new referrals to E&T, and anticipated higher demand for E&T services. Adding new providers and expanding services that current providers offer will be Maine's strategy to address this increased demand for services. Maine OFI issued a Request for Quotes (RFQ) at <https://www.maine.gov/dhhs/ofi/programs-services/food-supplement/fset/information-for-providers> to alert potential providers of this opportunity to enroll as a SNAP E&T provider. So far Maine has received several inquiries and one proposal to deliver allowable services. Maine OFI will continue to work with interested parties. This RFQ process meets State of Maine purchasing guidelines.

CONSULTATION AND COORDINATION WITH THE WORKFORCE DEVELOPMENT SYSTEM

State agencies must design the E&T program in consultation with the State workforce development board and operate the E&T program through the statewide workforce development system (7 CFR 273.7(c)(5)). The goal of this section is to explain the relationship between the State agency and other organizations it plans to consult and coordinate with for the provision of services, including organizations in the statewide workforce development system. The statewide workforce development system refers to a network of providers, which may include government and the public sector; community-based organizations and non-profits; employers and industry; occupational training providers; and post-secondary institutions, such as community colleges. Please note the State workforce development board is an entity that establishes Regional strategic plans and sets funding priorities for their area. They are distinct from State workforce agencies.

Consultation

Consultation with the workforce development system generally includes discussions to learn about services provided in the community and how each organization functions and coordinates with others in the community. State agencies can demonstrate they consulted with their State workforce development board by noting the dates of conversations, who they spoke with, what they spoke about, and how they incorporated this information into the design of their E&T program.

Did the State agency consult the State workforce development board?

☒ Yes

☐ No

Describe how the State agency consulted with the State workforce development board in designing its SNAP E&T program. Include the names, dates and outcomes of the consultation.

Date	State Workforce Development Board Name	Title(s) of Person Consulted	Outcome of Consultation
05/21/2025	Maine Department of Labor	Christopher Quint	Maine E&T RFQ information was shared and expanding collaboration with CareerCenters was also discussed. Maine E&T staff detailed the new referral process that results in more E&T referrals and increase demand for E&T providers. Maine E&T staff have received one inquiry about the RFQ process. As always, the DOL staff will continue to invite the E&T Program Manager to relevant Workforce board meetings as a non-voting guest.

Coordination

Coordination with the workforce development system consists of efforts to partner with workforce providers to directly serve SNAP E&T participants or to align the flow or types of services offered across programs.

Describe any special State initiatives (i.e. Governor-initiated or through State legislation) that include SNAP E&T. Describe any efforts taken by the State agency to coordinate these programs, services, partners, and/or activities with the State's E&T program.

N/A

Describe the extent to which the State agency is carrying out SNAP E&T programs in coordination with title I programs under the Workforce Innovation and Opportunity Act (WIOA).

Maine's largest E&T provider is a WIOA provider for three coastal counties and routinely co-enrolls participants as appropriate.

Is SNAP E&T included as a partner in the State's WIOA Combined Plan?

☐ Yes

☒ No

Describe how the State agency is coordinating with TANF/GA programs, services, partners, and/or activities. Describe any TANF/GA special initiatives targeting specific populations and any actions taken to coordinate with these efforts.

One of Maine E&T programs (Family Futures Downeast) has braided funding and co-enrolls participants who are identified on the roster as being funded by E&T, TANF, or TANF block grants (eligible but not enrolled in TANF). Additionally, Maine SNAP E&T co-enrolls participants who are enrolled in the HOPE program, a post-secondary educational scholarship program for TANF eligible students (<https://www.maine.gov/dhhs/ofc/programs-services/hope>). The OFI has a monthly meeting with Fedcap (TANF program), Family Futures Downeast to coordinate services and ensure no duplication.

Describe how the State agency is coordinating its SNAP E&T program with any other Federal or State employment program (e.g. HUD, child support, re-entry, refugee services).

Maine SNAP E&T partners with Maine Department of Labor Competitive Skills Scholarship program, and co-enrolls students as appropriate (<https://www.mainecareercenter.gov/cssp.shtml>).

CONSULTATION WITH INDIAN TRIBAL ORGANIZATIONS (ITOs)

State agencies are required to consult with Tribes about the SNAP State Plan of Operations, which includes the E&T State Plan, per 7 CFR 272.2(b) and 272.2(e)(7). The consultations must pertain to the unique needs of Tribal members. State agencies are required to document the availability of E&T programs for Tribal members living on reservations in accordance with 7 CFR 273.7(c)(6)(xiii). The goal of this section is to describe how the State agency consulted with Indian Tribal Organizations (ITOs), describe the results of the consultation, and document the availability of E&T programs for Tribal members living on reservations.

Did the State agency consult with ITOs in the State?

- ☒ Yes
- ☐ Yes, but not all ITOs
- ☐ No
- ☐ There are no ITOs in my State

List the ITOs consulted and describe the outcomes of the consultation(s). Provide specific examples of how the State agency incorporated feedback from ITOs into the design of the E&T program (e.g. unique supportive service, new component, in-demand occupation). Include the title of the person you consulted and the date.

Date	Name of ITO	Title(s) of Person Consulted	Outcome of Consultation
05/05/2025	Wabanaki Public Health	Candy Ewer, Tribal WIOA Director	The SNAP E&T met with Ms. Ewer, who handles workforce development for all tribes through a contract with Wabanaki Public Health, to discuss E&T updates, the RFQ, and better collaboration for E&T referrals. Ms. Ewer is not interested in enrolling as an E&T Provider, but will continue to refer her clients to SNAP E&T as appropriate.

Will the State agency be seeking enhanced reimbursement for E&T services (75%) for ITO members who are residents of reservations, either on or off the reservation?

- ☐ Yes
- ☒ No

UTILIZATION OF STATE OPTIONS

State agencies have the flexibility to implement policy options to adapt and meet the unique needs of State populations. Check which options the State agency will implement.

Does the State agency offer an E&T program statewide?

- ☒ Yes
- ☐ No

Indicate the type of E&T program the State agency operates.

- ☐ Mandatory per 7 CFR 273.7(e)
- ☒ Voluntary per 7 CFR 273.7(e)(5)(i)
- ☐ Combination of mandatory and voluntary

Does the State agency serve the following populations? Select all that apply.

- ☒ Applicants per 7 CFR 273.7(e)(2)
- ☒ Exempt members of zero benefit households that volunteer for SNAP E&T per 7 CFR 273.10(e)(2)(iii)(B)(7)
- ☒ Categorically eligible households per 7 CFR 273.2(j)

Does the State agency enable ABAWDs to regain SNAP eligibility through E&T and verify that the ABAWD will meet the work requirement within 30 days?

- ☐ Yes
- ☒ No

CHARACTERISTICS OF INDIVIDUALS SERVED BY E&T

State agencies are required to include information about the categories and types of individuals they plan to exempt from mandatory E&T participation (7 CFR 273.7 (c)(6)(iv)), as well as the characteristics of the population they plan to place in E&T (7 CFR 273.7 (c)(6)(v)).

What are the characteristics of the population the State agency intends to serve in E&T (e.g. target population)? This question applies to both mandatory and voluntary participants.

- ☐ ABAWDs
- ☐ Homeless
- ☐ Veterans
- ☐ Students
- ☐ Single parents
- ☐ Returning citizens (aka: ex-offenders)
- ☐ Underemployed
- ☐ Those that reside in rural areas

Estimated Participant Levels

Project participation in E&T for the upcoming Federal fiscal year. In determining the estimated participation, it is important to be as accurate as possible. As appropriate, projections should be based upon actual figures from the current Federal fiscal year.

QUESTION	RESPONSE FIELD
Anticipated number of work registrants	32,000

State Exemptions

List State exemptions from E&T and the participation, such as individuals to be exempted under each category.

EXEMPTION	TOTAL INDIVIDUALS
All work registrants are exempt due to Maine being a voluntary program.	32,000

QUESTION	RESPONSE FIELD
Total estimated number of work registrants exempt from mandatory E&T	32,000
Percent of all work registrants exempt from E&T	100.00%

ABAWDs

QUESTION	RESPONSE FIELD
Anticipated number of ABAWDs in the State	10,560
Anticipated number of ABAWDs in waived areas of the State	2,131
Anticipated number of ABAWDs to be exempted under the State's ABAWD discretionary exemption allowance	0
Anticipated number of ABAWDs in the State who meet the criteria under 7 CFR 273.7(d)(3)(i)	8,429

E&T Participants

QUESTION	RESPONSE FIELD
Anticipated number of mandatory E&T participants	0
Anticipated number of voluntary E&T participants	365
Total anticipated number of E&T participants	365
Anticipated number of ABAWDs to be served in E&T	50

How frequently will the State plan to re-evaluate these exemptions from mandatory E&T?

- ☒ Annually
- ☐ Bi-annually
- ☐ Other

ORGANIZATIONAL RELATIONSHIPS

State agencies are required to include information on the organizational relationship between the units responsible for certification and the units operating the E&T components, including units of the statewide workforce development system, if available. For the purposes of the questions below, E&T providers are considered to include units of the statewide workforce development system. FNS is specifically interested in ensuring that the lines of communication are efficient and that, if applicable, noncompliance with mandatory E&T is reported to the certification unit within 10 working days after the noncompliance occurs, per 7 CFR 273.7(c)(4). State agencies must also include information on the relationship between the State agency and other organizations it plans to coordinate with for the provision of services.

The following questions are about how the E&T program is structured in your State agency.

Indicate which division within the SNAP State agency is responsible for the E&T program. (i.e. establishes E&T policy, contracts for E&T services, monitors providers). For example, explain if the E&T program unit is separate from the SNAP certification unit, and if there are separate E&T units at the county level.

Maine SNAP E&T staff are part of the E&T policy. SNAP E&T staff have overall responsibility for all SNAP functions, but work with DHHS Division of Contract Management (DCM) in contracts, as DCM has oversight of all contracts.

How does the E&T unit coordinate and communicate on an ongoing basis with the units responsible for certification policy?

SNAP E&T staff coordinate as necessary with E&T certification staff for receipt of E&T referrals and correction of cases.

Describe the State's relationships and communication with intermediaries or E&T providers.

SNAP E&T staff have contractual relationships with community-based providers and a Memorandum of Understanding with State of Maine Department of Labor for the Competitive Skills Scholarship program. Maine SNAP E&T staff meet regularly with all providers to review status of programming, and provide training, and oversight.

Describe how the State agency shares new policies, procedures, or other information with the intermediary or other E&T provider.

Email communications and follow-up discussions are conducted for policy and rule changes, and new operating procedures.

Describe how the State agency, intermediaries, and E&T providers share participant data and information. Include the names of any MIS systems (or other modes of communication) used.

All participant level data is housed in the Goodwill Northern New England (GWNNE) Job Connection tool. E&T staff can assess this data as necessary. Provider agencies do not have access to the State Agency eligibility data base (ACES). Providers submit monthly rosters in excel spreadsheets and invoices for services 45 days post delivery of services.

If the State uses a MIS system, describe the E&T related data that is tracked and stored in those systems (e.g. referrals, noncompliance with program requirements, provider determination, etc.), and whether the system(s) interact with each other.

E&T participation is case noted and flagged as a compliance event in the State's eligibility system, ACES. Participant case notes and receipts are also housed in the separate Job Connection tool, entered by providers. The two systems do not interact with each other.

Describe the State agency's process for monitoring E&T providers' program and fiscal operations. Include plans for direct monitoring such as visits, as well as indirect monitoring such as reviewing program data, financial invoices, etc.

The State Agency conducts 1-2 management evaluation site visits per year to inspect location and meet with staff. Program data is reviewed as received and in random case record reviews that are performed prior to the 1-2 management evaluation visits so that the information can be reviewed with staff. The Senior Planner conducts these case file record reviews. Fiscal monitoring is done at three levels. SNAP E&T Program staff review monthly invoices that include administrative costs and participant reimbursements. Once approved by Programs, the invoice goes to the OFI Contract Coordinator for coding and confirmation that line item costs do not exceed budget totals. Once approved by the OFI Contract Coordinator, the invoice is processed in the Division of Contract Management Contract Allocation Database (CADB), where additional staff review for accuracy. Contracts are also subject to audit by the DHHS Division of Audit.

How frequently does the State agency monitor E&T providers' program and fiscal operations?

- ☐ Daily
- ☐ Weekly
- ☒ Monthly
- ☐ Quarterly
- ☐ Bi-Annually
- ☐ Annually
- ☐ Other

Describe how the State agency evaluates the performance of providers in achieving the purpose of E&T (assisting members of SNAP households in gaining skills, training, work, or experience that will increase their ability to obtain regular employment and meets State or local workforce needs).

Providers submit monthly rosters to update E&T staff on status of participants including completion, discharge or enrollment. Providers also report attainment of certificates, degrees, and jobs on a monthly basis.

How frequently does the State agency evaluate the performance of providers in achieving the purpose of E&T?

- ☐ Daily
- ☐ Weekly
- ☒ Monthly
- ☐ Quarterly
- ☐ Bi-Annually
- ☐ Annually
- ☐ Other

SCREENING FOR WORK REGISTRATION

State agency eligibility staff must screen for federal exemptions from work registration, per 7 CFR 273.7(a).

Describe how the State agency screens applicants to determine if they are work registrants.

Work Registration status is determined automatically by the agency's ACES eligibility system, by flagging all recipients who meet federal SNAP work registration requirements identified in 7 CFR 273.7(b)(1). ACES runs through a decision tree analysis of all SNAP recipients and assigns a flag for those identified as Work Registrants or ABAWDs. Individual identification numbers in queries are used to ensure no duplication in counts. When interviews are conducted, staff screen for and record any information provided that might exempt a recipient from being a Work Registrant or ABAWD. Information is gathered by ES during the application and recertification process and entered and updated in ACES. Further detail is obtained as necessary during the interview process.

How does the State agency work register non-exempt individuals?

An automated letter is created and sent when the applicant is certified that identifies and explains work registration status and applicable work requirements.

At what point in the certification process does the State agency provide the written explanation of the applicable work requirements? Select all that apply.

- ☒ Point of Intake
- ☒ Point of Certification
- ☒ Reported change in the work registrant status of household members
- ☒ Point of Recertification
- ☐ State does not provide written explanation

At what point in the certification process does the State agency provide the oral explanation of the applicable work requirements? Select all that apply.

- ☒ Point of Intake
- ☒ Point of Certification
- ☒ Reported change in the work registrant status of household members
- ☒ Point of Recertification
- ☐ State does not provide oral explanation

SCREENING FOR REFERRAL TO E&T

The State agency must screen each work registrant to determine if it is appropriate, based on State-specific criteria, to refer them to the E&T program per 7 CFR 273.7 (c)(2). State agencies may operate program components in which individuals elect to participate, per 7 CFR 273.7(e)(4).

List the State-specific criteria eligibility workers use to screen individuals to determine if it is appropriate to refer them to the State's SNAP E&T program.

Maine developed an internal referral process that requires ESs to discuss E&T with all Work Registrants and ABAWDS during the interview process for certification and recertification. All applicants expressing interest are referred to the E&T Program. Maine implemented this process after developing Standard Operating Procedures and training for all ES. This internal process has resulted in a large increase of referrals to SNAP E&T.

What information does the State provide to a SNAP recipient to explain SNAP E&T participation criteria?

The State Agency has a Standard Operating Procedure (SOP) in place that guides ES staff through this process of informing recipients what the participation criteria are for E&T and what E&T opportunities may be available to them. If they express interest, they are referred to State Agency SNAP E&T staff who contact recipients and provide further detail about available E&T programs. State Agency staff screen interested recipients for initial eligibility and refer them to appropriate participating E&T providers in their area for further assessment. Recipients referred to providers are provided additional detail specific to the E&T program they were referred to once they are contacted by E&T contracted providers.

How does the State document that the information has been provided?

The ES adds case notes from the interview and indicates if the individual was referred to E&T. Once the E&T coordinator receives the referral, a case note is added after the recipient is contacted that notes if the recipient was referred to a provider.

What is the State's model for screening and referral to SNAP E&T? Select all that apply.

- ☒ Reverse Referral
- ☒ Direct Referral

When does screening for referral to E&T occur? Select all that apply.

- ☒ Initial Certification
- ☒ Recertification
- ☒ Reported change in the work registrant status of households
- ☒ Other

Explain when screening during the certification and recertification occurs.

Reverse referrals are screened by the State Agency (SA) SNAP E&T Coordinator after information is received from the Provider.

Describe the process for screening for direct referral to E&T, including the staff involved.

ES staff conducting certification refer E&T participants to SA E&T staff during certification and recertification interviews.

When does the screening for a reverse referral request occur?

Screening for reverse referrals occurs upon receipt from the Provider.

Describe the process for screening during the reverse referral request process, including the staff involved.

The SNAP E&T Coordinator screens reverse referrals upon receipt of referrals.

Are participants informed about participant reimbursements before the individual is referred to E&T by eligibility staff?

☐ Yes

☒ No

When are participants informed about participant reimbursements?

E&T Participants are informed about participant reimbursements during the assessment and intake process for E&T (post screening by State Agency). During assessment they sign a form that outlines their responsibilities and potential participant reimbursements that are specific to needs that are documented in their Individualized Employment Plan.

How are participants informed about participant reimbursements?

The Provider Agency reviews this information with the participant during the E&T assessment and intake process and the participant signs a form acknowledging that that they are aware of participant reimbursements.

REFERRAL TO E&T

In accordance with 7 CFR 273.7(c)(2), in order to participate in SNAP E&T, the State agency must make the referral. The referral method may vary from participant to participant.

What information does the State provide to E&T participants when they are referred? Select all that apply.

- ☒ Information about accessing E&T services
- ☒ Case Management
- ☐ Dates
- ☒ Contact information
- ☐ Other

How is the referral communicated? Select all that apply.

- ☒ Orally
- ☐ Electronic Forms
- ☐ Physical Forms
- ☒ Emails
- ☐ Text Messages
- ☐ Other

If the State receives a reverse referral request from an E&T provider, what steps does the State take?

The E&T Coordinator screens the E&T referral for initial eligibility and indicates to the Provider whether or not they appear eligible. Once the Provider has assessed the applicant, the E&T Coordinator reviews the assessment data in the Job Connection Tool and determines whether or not the applicant has been accepted for enrollment. The E&T Coordinator informs the Provider and enters this E&T eligibility determination into ACES.

How does the State communicate to the SNAP participant that they are in SNAP E&T? Select all that apply.

- ☒ Orally
- ☐ Electronic Forms
- ☒ Physical Forms
- ☐ Emails
- ☐ Text Messages
- ☐ Other

How does the State communicate to the SNAP participant about their rights to receive participant reimbursements? Select all that apply.

- ☒ Orally
- ☐ Electronic Forms
- ☒ Physical Forms
- ☐ Emails
- ☐ Text Messages
- ☐ Other

How is information about the referral communicated to E&T providers, as applicable?

The E&T Coordinator emails or calls the Provider.

How is information about the referral communicated within the State agency?

The information is most often received in the E&T inbox.

After referral, what additional steps does the E&T participant take to access the program? Select all that apply.

- ☒ Assessment
- ☐ Orientation
- ☒ Meet with case manager
- ☐ Other

ASSESSMENT

Does the State require or provide an assessment?

- ☒ Yes
- ☐ No

Who conducts the assessment? Select all that apply.

- ☐ State Agency
- ☒ E&T Provider
- ☐ Self-Assessment
- ☐ Intermediary
- ☐ Local Office
- ☐ Other

When are participants assessed?

The State Agency does not prescribe the specific assessment tool that must be used, but all E&T providers have an assessment tool they utilize for this purpose/ The assessment leads to development of the Individualized Employment Plan (IEP) also required as part of the enrollment process.

Describe the assessment. List the tools used in the assessment.

World of Work Inventory (WOWI) is the most frequently utilized assessment tool.

Does the assessment result in the completion of an individual employment plan?

- ☒ Yes
- ☐ No

How are assessment results shared with State agency staff? Select all that apply.

- ☐ Orally
- ☒ Electronic Forms
- ☐ Physical Forms
- ☐ MIS System
- ☐ Email
- ☒ Other
- ☐ Assessment is not shared with State agency staff

Explain how else assessment results are shared with State agency staff.

The assessments are uploaded into the Job Connection Tool where State Agency staff can review the electronic data.

How are assessment results shared with E&T providers? Select all that apply.

- ☐ Orally
- ☐ Electronic Forms
- ☐ Physical Forms
- ☐ MIS System
- ☐ Email
- ☐ Other
- ☒ Assessment is not shared with E&T providers

Explain why assessment results are not shared with E&T providers.

E&T providers complete the assessment and do not need to have it shared. Staff who may need this information have access to the assessment that is uploaded into the Job Connection Tool.

How are assessment results shared with E&T participants? Select all that apply.

- ☒ Orally
- ☐ Electronic Forms
- ☒ Physical Forms
- ☐ Email
- ☐ Other
- ☐ Assessment is not shared with E&T participants

Are participants reassessed?

- ☒ Yes
- ☐ No

When are participants reassessed?

Periodically, as appropriate and necessary, There are no required timelines.

How are participants reassessed?

That is determined by the Provider on an individual basis.

CONCILIATION PROCESS

In accordance with 7 CFR 273.7(c)(3), State agencies have the option to offer a conciliation period to noncompliant E&T participants. The conciliation period provides mandatory E&T participants with an opportunity to comply before the State agency sends a notice of adverse action. The conciliation process is not a substitute for the determination of good cause when a client fails to comply.

Does the State agency offer a conciliation process?

☐ Yes

☒ No

CASE MANAGEMENT SERVICES

The State E&T program must provide case management services to all E&T participants. In accordance with 7 CFR 273.7(c)(6)(ii), State agencies are required to include specific information about the provision of case management services in the E&T State plan.

What types of E&T case management services will be offered to the participant? Select all that apply.

- ☒ Comprehensive Intake Assessments
- ☒ Individualized Service Plans
- ☒ Progress Monitoring
- ☒ Coordination with Service Providers
- ☒ Reassessment
- ☐ Other

Who delivers the case management services in your State? Select all that apply.

- ☐ SNAP State agency
- ☐ Local Office(s)
- ☐ Intermediary
- ☒ E&T Providers

How are case management services delivered in your State? Select all that apply.

- ☐ Group Meeting (virtual)
- ☐ Group Meeting (in person)
- ☒ Individual (virtual)
- ☒ Individual (in person)
- ☒ Phone
- ☒ Text
- ☒ Email
- ☐ Other

Describe how E&T case managers coordinate with other staff and services. Coordination can involve tracking E&T participation, sharing information that may be relevant to participation in E&T (e.g. information related to good cause or a work exemption), and referral to additional services.

QUESTION	RESPONSE FIELD
How do E&T case managers coordinate with: SNAP eligibility staff	E&T Case managers (E&T Providers) do not directly coordinate with SNAP Eligibility staff.
How do E&T case managers coordinate with: State E&T staff	E&T Case managers coordinate with E&T staff via email and phone as necessary, and with regular standing meetings to discuss cases.
How do E&T case managers coordinate with: Other E&T providers	E&T Providers have contact information for co-enrolled participants. The State E&T Coordinator assists with these coordination activities and informs Providers as appropriate of other programs the participant is enrolled in.
How do E&T case managers coordinate with: Community resources	E&T Case managers coordinate with community resources through protocol and process determined by their agency. They report information relevant to E&T in their case notes, which is viewable in the Job Connection Tool.

How does the State agency ensure E&T participants receive targeted case management services through an efficient administrative process, per 7 CFR 273.7(c)(6)(ii)?

All E&T providers have their E&T Case Manager act as the primary point of contact for participants. Case Managers are contractually required to check in with participants at minimum on a monthly basis in a real time communication.

How do your offered case management services support the participant in the E&T program and provide activities and resources that help the participant achieve program goals?

Case managers are encouraged to provide a robust and holistic approach to case management in working with this highly barriered population.

How does the SNAP State agency ensure the case management services offered do not act as an impediment to successful participation in E&T?

Case managers are provided regular training that emphasizes best practice. Provider agencies are well positioned to deliver case management that recognizes the challenges of the clients they serve and meet them where they are at.

GOOD CAUSE

In accordance with 7 CFR 273.7(i), the State agency is responsible for determining good cause when a SNAP recipient fails or refuses to comply with SNAP work requirements. Since it is not possible for FNS to enumerate each individual situation that should or should not be considered good cause, the State agency must take into account the facts and circumstances, including information submitted by the employer and by the household member involved, in determining whether or not good cause exists.

How does the State agency reach out to the SNAP participant to determine good cause? Select all that apply.

- ☒ Phone Call
- ☒ Email
- ☐ Text Message
- ☒ Physical Form

How does the State agency reach out to the employers to determine good cause? Select all that apply.

- ☒ Phone Call
- ☒ Email
- ☐ Text Message
- ☒ Physical Form

How does the State agency reach out to E&T providers to determine good cause? Select all that apply.

- ☒ Phone Call
- ☒ Email
- ☐ Text Message
- ☐ Physical Form
- ☐ MIS System

How many attempts are made to reach out to the SNAP participant for additional information?

- ☐ One
- ☒ Two
- ☐ Three
- ☐ More than three

What is the State agency's criteria for good cause?

Good Cause is detailed in SNAP E&T rules, Chapter 609 at: <https://www.maine.gov/sos/cec/rules/10/chaps10.htm>. Good Cause is detailed as follows:
GOOD CAUSE
 Disqualifying acts will be excused if good cause exists for the commission of those acts. Good Cause reasons include those listed below:
 A. Illness or incapacitation of the participant or a family member, which requires the presence of the participant. Verification by physician may be required.
 B. Sexual harassment occurring while a participant is engaged in SNAP E&T activities.
 C. Court required appearance or incarceration.
 D. Lack, or breakdown, of necessary support services such as childcare or transportation with no alternative available at no additional cost to the participant.
 E. Inclement weather which is serious enough to prevent other participants from traveling to the activity.
 F. Assignment of a participant to an activity which has not been made part of the IEP (other than orientation or assessment which predate development), or which is in violation of SNAP E&T rules.
 G. Assignment to an activity, which requires the participant to relocate outside the immediate geographical area (an area within a one hour one

way commute), unless the participant has voluntarily elected to relocate.

H. Inability to participate due to domestic violence when the person is unable to participate due to physical injuries or psychological effects of abuse; because of legal proceedings counseling or other activities related to abuse; because the abuser actively interferes with the individual's participation; because the location puts the individual at risk; or for other Good Cause related to domestic violence. Reasonable and verifiable evidence may be required by SNAP E&T.

I. Other circumstances beyond the control of the participant or that a reasonable person would consider to be Good Cause.

It is the responsibility of the participant to demonstrate that Good Cause exists and to provide documentation or other proof of Good Cause when requested. Failure to do so to the satisfaction of the Department will result in disqualification.

Describe the State agency's process to determine good cause if there is not an appropriate and available opening for an E&T participant.

This is not applicable since Maine's E&T program is voluntary.

PROVIDER DETERMINATIONS

In accordance with 7 CFR 273.7(c)(18) a State agency must ensure that E&T providers are informed of their authority and responsibility to determine if an individual is ill-suited for a particular E&T component.

Describe the process used by E&T providers to communicate provider determinations to the State agency.

Rules and regulations for Provider Determination are at: <https://www.maine.gov/sos/ccc/rules/10/chaps10.htm>, SNAP E&T rules, Chapter 609; sections referencing Discharge, Disqualification, and Conciliation. In addition to the conciliation process, participants have the right to request an administrative hearing. Administrative hearings will be conducted by the Department's Administrative Hearings Unit in accordance with the Administrative Hearings Manual, and in accordance with the Maine SNAP Program Manual, 10-144 C.M.R. Ch. 301, Section 777-1.

Describe how the State agency notifies clients of a provider determination.

Participants will be advised orally and in writing of their rights and responsibilities by the Provider at the time of enrollment.

What is the timeframe for contacting clients after receiving a provider determination?

- ☐ 1-3 Days
- ☐ 4-7 Days
- ☒ 8-10 Days

DISQUALIFICATION POLICY FOR GENERAL WORK REQUIREMENTS

This section applies to the General Work Requirements, not just to E&T, and should be completed by all States, regardless of whether they operate a mandatory or voluntary E&T program.

All work registrants are subject to SNAP work requirements at 7 CFR 273.7(a). A nonexempt individual who refuses or fails to comply without good cause, as defined at 7 CFR 273.7(2), (3), and (4), with SNAP work requirements will be disqualified and subject to State disqualification periods. Noncompliance with SNAP work requirements includes voluntarily quitting a job or reducing work hours below 30 hours a month, and failing to comply with SNAP E&T (if assigned by the State agency).

What period before application does the State agency use to determine voluntary quit and/or reduction in work effort without good cause per 7 CFR 273.7(j)(1)?

- ☐ 30 Days
- ☒ 60 Days

For all occurrences of non-compliance discussed below, must the individual also comply to receive benefits again?

- ☒ Yes
- ☐ No

For the first occurrence of non-compliance per 7 CFR 273.7(f)(2), the individual will be disqualified until the later of:

- ☒ One month or until the individual complies, as determined by the State agency
- ☐ Up to 3 months

For the second occurrence of non-compliance per 7 CFR 273.7(f)(2)(ii), the individual will be disqualified until the later of:

- ☒ Three months or until the individual complies, as determined by the State agency
- ☐ Up to 6 months

For the third or subsequent occurrence per 7 CFR 273.7(f)(2)(iii), the individual will be disqualified until the later of:

- ☒ 6 months or until the individual complies, as determined by the State agency
- ☐ A date determined by the State agency
- ☐ Permanently

The State agency will disqualify the:

- ☒ Individual
- ☐ The entire household if the head of household is an ineligible individual

PARTICIPANT REIMBURSEMENTS

In accordance with 7 CFR 273.7(d)(4), State agencies are required to pay for or reimburse participants for expenses that are reasonable, necessary, and directly related to participation in E&T. State agencies may impose a maximum limit for reimbursement payments. If a State agency serves mandatory E&T participants, it must meet all costs associated with mandatory participation. If an individual's expenses exceed those reimbursements available by the State agency, the individual must be placed into a suitable component or must be exempted from mandatory E&T.

QUESTION	RESPONSE FIELD
Estimated number of E&T participants to receive participant reimbursements	150
Estimated number of E&T participants to receive reimbursements for dependent care participation costs	15
Estimated number of E&T participants to receive reimbursements for transportation and other participation costs	150
Percentage of participants expected to receive reimbursements	41.10%
Estimated budget for E&T participant reimbursements in upcoming FY	\$209,143.00
Estimated budget per participant in fiscal year	\$1,394.29
Estimated number of E&T participants to receive participant reimbursements per month	13
Estimated budget of participant reimbursements per E&T participant per month	\$1,340.66

PARTICIPANT REIMBURSEMENT DETAILS

Complete the table below with information on each participant reimbursement offered/permitted by the State agency (do not indicate information for each provider). A description of each category is included below. If the participant reimbursement is provided by multiple entities (such as State agencies and E&T providers) or has multiple methods of payment, a separate entry in the table must be completed.

- **Allowable Participant Reimbursements.** Every State agency must include child care and transportation in this table, as well as other major categories of reimbursements (examples of categories include, but are not limited to: tools, test fees, books, uniforms, license fees, electronic devices, etc.). Mandatory States must meet all costs associated with participating in an E&T program, or else they must exempt individuals from E&T.
- **Participant Reimbursement Caps (optional).** States have the option to establish maximum levels (caps) for reimbursements available to individuals. Indicate any caps on the amount the State agency will provide for the participant reimbursement.
- **Who provides the participant reimbursements?** Indicate if the participant reimbursement is provided by the State agency, a provider, or an intermediary. The State agency remains ultimately responsible for ensuring individuals receive participant reimbursements, even if it has contracted with another entity to provide them.
- **What is the payment method for Participant Reimbursements?** Indicate the mechanism used to disburse payment to E&T participants.
- **Method of disbursement.** Indicate if the participant receives the participant reimbursement in advance or as a reimbursement. Also indicate if the amount of the participant reimbursement is an estimated amount or the actual amount.

Allowable Participant Reimbursements	Participant Reimbursement Caps (Optional)	Who Provides the Participant Reimbursement?	What is the payment method for Participant Reimbursements?	Method of Disbursement
Books, and supplies including laptops for Educational Components	\$2000 per FFY	SNAP E&T Provider	Direct payment to vendor(s)	The E&T Provider directly pays the vendor and invoices the State Agency.
Child care	Childcare Market Rates are set by the DHHS – Office of Child and Family Services consistent with 10-148 C.M.R. ch. 6. Childcare rates may not exceed the rates set by the Maine Child Care Affordability Program (CCAP) at: https://www.maine.gov/dhhs/ocfs/su	SNAP E&T Provider	Direct payment to vendor(s)	Provider agencies routinely reimburse in advance. In some cases the reimbursement is made as a reimbursement directly to the childcare provider after the service is rendered.
Dental Care	\$500 per FFY	SNAP E&T Provider	Direct payment to vendor(s)	The E&T Provider directly pays the vendor and invoices the State Agency.
Eye care	\$200 per FFY	SNAP E&T Provider	Direct payment to vendor(s)	The E&T Provider directly pays the vendor and invoices the State Agency.
Internet or hotspot	\$50 per month	SNAP E&T Provider	Direct payment to vendor(s)	The E&T Provider directly pays the vendor and invoices the State Agency
One-time emergency rental assistance	Rent is limited to two months' rent or one month rent plus one month security deposit, not to exceed Fair Market Rent set by HUD and published by Maine State Housing Authority at: https://www.mainehousing.org/charts/rent-income-charts .	SNAP E&T Provider	Direct payment to vendor(s)	Rent is limited to two months' rent or one month rent plus one month security deposit, not to exceed Fair Market Rent set by HUD and published by Maine State Housing Authority at: https://www.mainehousing.org/charts/rent-income-charts .
Tools, Equipment, work clothing	\$1000 per FFY	SNAP E&T Provider	Direct payment to vendor(s)	The E&T Provider directly pays the vendor and invoices the State Agency
Transportation	Transportation reimbursement is limited to \$140 per week, unless otherwise approved by the Department. Mileage is reimbursed consistent with current State of Maine mileage rate for actual mileage or calculation of gas card denominations. The State of Main	SNAP E&T Provider	Direct payment to participant	Gas cards or bus passes are issued to the Participant. If car repairs are made, the payment goes directly to the car repair shop.

Is dependent care provided? Select yes even if E&T funds are not being used.

- ☒ Yes
- ☐ No

Provide a URL link or describe in a written response: the payment rates for childcare reimbursements, established in accordance with the Child Care and Development Block Grant (CCDBG) based on local market rate surveys.

Payments are determined by Maine's Childcare Affordability program: <https://www.maine.gov/dhhs/ocfs/support-for-families/child-care/paying-for-child-care>.

How is childcare paid for?

- ☒ Direct payment to provider
- ☐ Reimbursement to participants
- ☐ Provider voucher
- ☐ Contract for dependent care
- ☐ Other

If dependent care agencies have a waiting list or otherwise cap the number of enrolled dependents, how will the State agency ensure E&T participants with dependent care needs receive dependent care?

In some cases childcare payments are made to unlicensed childcare providers such as non-household family or friends, ie, when childcare is not available or the child is temporarily not able to attend school or go to a licensed childcare center.

How does the State agency ensure that the participant has the necessary participant reimbursements to begin participation in the E&T program?

The OFI team works with the Provider and other collaborating programs to coordinate services.

WORK REGISTRANT DATA

The SNAP general work requirements are described at 7 CFR 273.7(a). Individuals who do not meet a federal exemption from the general work requirements, as listed in 7 CFR 273.7(b)(1), are subject to the general work requirement and must register for work. In accordance with 7 CFR 273.7(c)(10), the State agency must submit to FNS the number of work registrants in the State as of October 1st. This information is submitted on the first quarter E&T Program Activity Report (FNS-583).

Describe the process the State agency uses to count all work registrants in the State as of the first day of the new fiscal year (October 1).

A query is run by the State Agency Data Team that counts all work registrants open on SNAP on October 1 of each year. This information is obtained from the agency's ACES eligibility system. ACES runs a query that flags all recipients who meet federal SNAP work registration requirements identified in 7 CFR 273.7(b)(1). Individual identification numbers are used to ensure no duplication in counts.

Provide information about how work registrant data is pulled from the eligibility system, including the date the data is pulled.

ACES runs a query that flags all recipients who meet federal SNAP work registration requirements identified in 7 CFR 273.7(b)(1). Individual identification numbers are used to ensure no duplication in counts. This data is pulled in January or February each year for purposes of filing the first quarter FNS-583 of the year, and the report is run to determine the number of work registrants as of October 1, the first day of the new federal fiscal year.

How are work registrants identified in the eligibility system?

ACES runs a query that flags all recipients who meet federal SNAP work registration requirements identified in 7 CFR 273.7(b)(1).

Describe measures taken to prevent duplicate counting of work registrants within the federal fiscal year.

Individual identification numbers are used to ensure no duplication in counts.

OUTCOME REPORTING MEASURES

Indicate the data source used for the national reporting measures. Select all that apply.

Outcome Reporting Measures	Employment & Earnings Measures	Attainment of Credential / Certificate	Measurable Skill Gains
Quarterly Wage Records (QWR)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Directory of New Hires (NDNH)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State Management Information System (MIS)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manual Follow-up with SNAP E&T Participants	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Random Sample	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Indicate what other data sources were used for the national reporting measures.

Maine Department of Labor "ReEmployment" system was used for income.

Indicate the data source used for the State-specific component measures. Select all that apply.

- ☒ Quarterly Wage Records (QWR)
- ☒ National Directory of New Hires (NDNH)
- ☒ State Management Information System (MIS)
- ☒ Manual Follow-up with SNAP E&T Participants
- ☐ Random Sample

Indicate the MIS used (e.g. SNAP eligibility system, State's Department of Labor MIS.)

ACES and ReEmployME (State Department of Labor MIS)

Indicate the methods used to manually follow up. Select all that apply.

- ☒ Verbal Contact
- ☒ Physical Forms
- ☐ Text
- ☒ Email

Describe the process for manual follow up.

Only as necessary, various methods include verbal phone contact, email, and mail.

Random Sample

Describe the process of conducting a random sample. This description must include source, availability, accuracy, completeness, components, location, form, frequency of updates, and structure.

N/A

What is the method of sample selection used for the random sample?

N/A

What are the procedures for estimating caseload size for the random sample?

N/A

What are the computations of sample intervals and random starts used for the random sample?

N/A

Describe how time scheduled for each step in the sampling procedure was used for the random sample.

N/A

COMPONENTS OVERVIEW

Which non-education, non-work components does the State agency plan to offer? Select all that apply.

- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☐ Supervised Job Search
- ☐ Workfare

Which educational components does the State agency plan to offer? Select all that apply.

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ English Language Acquisition
- ☐ Integrated Education and Training / Bridge Programs
- ☐ Other Educational Program
- ☒ Work Readiness Training

Which work experience components does the State agency plan to offer? Select all that apply.

- ☒ Work Activity
- ☐ Work-Based Learning

NON-EDUCATION, NON-WORK COMPONENT: JOB RETENTION

Description of the component. Provide a summary of the activities and services.

Maine's Job Retention component provides job coaching through a case manager and/or job coach and allowable continued participant supports (licensing and/or certification fees, equipment, tools, uniforms, transportation, and childcare) that support the participant in retaining a job that they have obtained through the SNAP E&T program. Job Retention is conducted by case managers and job coaches. Contracted providers may choose whether or not they provide Job Retention services, since they must have the staffing and financial resources available to support the component. If the provider chooses to deliver Job Retention Services, it is added as an allowable service in their contract.

Some SNAP E&T participants may continue to receive educational components while enrolled in Job Retention as they complete certification and/or degrees.

Maine has a FNS approved Job Retention waiver through September 30, 2029, that allows Job Retention to be provided for up to 365 days. Job Retention is provided for a minimum of 30 days up to 365 days following participation in Job Search Training and attainment of a job through SNAP E&T participation.

Indicate the Target Population this component will serve. Select all that apply.

- ☒ ABAWDs
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

Participants who have commenced employment during their SNAP E&T participation (including in a registered Apprenticeship) will be eligible for Job Retention if their E&T Provider offers Job Retention. Only participants who have commenced employment during their SNAP E&T participation will be eligible for Job Retention.

Providers are not required to enter the participant into Job Retention if they remain SNAP eligible and their employment is considered a subsistence job (under 30 hours per week or less than \$14.65 per hour, which at the date of this plan, represents .50 over Maine's minimum wage) and the participant is still pursuing training for a higher paying job. Job Retention is typically used for jobs at least .50 above Maine's current minimum wage.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

40

Estimated Annual Component Administrative Cost

\$88,049.35

NON-EDUCATION, NON-WORK COMPONENT: JOB SEARCH TRAINING

Description of the component. Provide a summary of the activities and services.

Maine's SNAP E&T program provides Job Search Training with the goal of developing job readiness and accelerating achievement of employment and self-sufficiency for Maine's SNAP population. Initial assessment and case management is also conducted during delivery of this component. All contracted providers provide Job Search Training to all SNAP E&T participants to help prepare them for the job or career they are training for and to assist with job readiness. Some providers that focus delivery of educational components may provide less intensive job search training and/or case management during the period in which the participant is enrolled in an educational or work experience component. Job Search Training is expected to intensify as the educational component nears completion and the participant starts focusing on job searches.

Necessary Job Search Training services are identified during assessment, documented in the IEP, and provided to participants. These services may include interview workshops, resume writing, and Maine JobLink registration to apply for jobs online. Participants will also be referred to WIOA or other workforce programs whenever appropriate. Job Search Training may provide a wide continuum of job readiness activities depending on the individual needs of the participant. The range may include soft skills training to help participants become job ready to brief support with job applications and/or resume development.

An important part of Job Search Training is the individual assessment and Individualized Employment Plan that are developed during the beginning of enrollment and again as indicated. Assessment will be conducted for every recipient seeking SNAP E&T services prior to placement in additional E&T components. The various tools used by the providers include but are not limited to World of Work Inventory (WOWI), Comprehensive Adult Student Assessment Systems (CASAS) and Accuplacer. After assessment is completed, applicants enrolled in SNAP E&T services will be placed in additional service components as appropriate.

The goal of the Job Search Training component is for participants to successfully secure employment either through an employer or through self-employment. Providers will complete assessments that include creation of a job search plan including setting goals, action steps and objectives when assisting clients with this activity. Providers may assist a participant with a self-employment plan and development of a business plan. Providers will also deliver on-going support to include assistance during job search and post attainment.

Indicate the Target Population this component will serve. Select all that apply.

- ☒ ABAWDs
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

All applicants deemed SNAP E&T eligible and enrolled will receive this component. Job Search Training is delivered in a manner meeting individual needs ranging from soft skills necessary to become job ready to resume reviews for those job ready. Providers meet the client's needs where they are at. Therefore, there are no minimum thresholds for qualifying for this component. Specialized training may be delivered if the Provider determines it necessary, such as in situations where the E&T Provider is working with an employer.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

350

Estimated Annual Component Administrative Cost

\$770,431.79

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Percent of Completers	Data is pulled from monthly rosters. Numerator is number of JST participants indicated as completing JST component from 10/1/25 to 9/30/26. Data is gathered from monthly rosters. Denominator is number of participants enrolled in JST at any time from 10/1/25 to 9/30/26 minus those currently enrolled in JST during same time period.
Percent of JST completers employed 2nd quarter post completion of JST component.	Data is pulled from monthly rosters. Numerator is number of JST completers from 10/1/25 to 9/30/26. Denominator is number of unduplicated JST participants from 10/1/25 to 9/30/26.
Income two quarters post completion of JST component.	Wage data is pulled from ACES and ReEmployME. Average and median income is calculated for JST completers two quarters post completion.
Percent of JST completers receiving SNAP benefit two quarters post completion	Data is pulled from ACES. Numerator is number of JST completers receiving SNAP two quarters post completion. Denominator is number of JST completers from 10/1/25 through 9/30/26.

NON-EDUCATION, NON-WORK COMPONENT: SELF-EMPLOYMENT TRAINING

Description of the component. Provide a summary of the activities and services.

Self-employment training will be available through two contracted providers. Self-Employment training for participants enrolled in Start-Up Downeast is primarily provided to students of Washington County Community College who indicate self-employment is their goal related to their vocational studies. Self-employment training includes training in financial literacy and developing a business plan. Self-Employment training will also be available through one of Maine's newest providers, New Ventures. Their self-employment training is available remotely online.

Indicate the Target Population this component will serve. Select all that apply.

- ☒ ABAWDs
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

E&T participants who indicate self-employment or starting their own business as part of their IEP might enroll in self-employment training.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

25

Estimated Annual Component Administrative Cost

\$55,030.84

EDUCATIONAL COMPONENT: BASIC / FOUNDATIONAL SKILLS INSTRUCTION

Description of the component. Provide a summary of the activities and services.

Maine SNAP E&T funds an educational component that improves employability both through a continuum of basic education leading to a high school diploma or basic skills (English as a second language or other basic courses), and also by supporting post-secondary education for specific high skilled jobs.

Maine SNAP E&T primarily reimburses providers to act as fiscal agents in reimbursing courses provided by educational institutions. In this role, the contracted provider assists with enrollment of the participant and pays the tuition. The contracted provider then invoices the State Agency for these costs. As a result, providers may contract with Adult Education Programs at municipalities or other community agencies that include Adult Basic Education (ABE), basic literacy, English as a Second Language (ESL), and high school equivalency (HiSET or GED).

Indicate the Target Population this component will serve. Select all that apply.

- ☒ ABAWDs
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

SNAP E&T participants who require HiSET or GED will be included in this component. The initial assessment and IEP developed by the provider indicate the proposed plan for the participant. Educational attainment is part of this assessment. ACES also has demographic data including highest grade level that is reviewed by the SNAP E&T Coordinator, who also reviews assessments in the State Agency approval process and case notes posted in the Job Connection Tool.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

10

Estimated Annual Component Administrative Cost

\$22,012.34

Not supplanting. Describe how the State agency ensures that costs attributed to the E&T program are not supplanting funds used for other existing educational programs.

In most communities, HiSET programming is free of charge to residents. In some areas, Adult Education programs require a nominal fee. The SNAP E&T provider does not directly provide these services but will work with the Adult Education provider to enroll the participant.

N/A, since Maine SNAP E&T will not reimburse providers for tuition for any of these courses where it is otherwise available at no cost to the participant. The Department requires prior authorization for tuition and checks to see

that free HiSET is not available before approving the service.

Cost parity. Describe how the State agency ensures that costs charged to E&T do not exceed the costs charged for non-E&T participants.

Since the SNAP E&T provider is not providing the service but acting as a fiscal agent to enroll the participant in a program and reimburse on their behalf, this question is not applicable.

Additionally, Maine SNAP E&T does not usually pay for HiSET programming, since it is free in most communities. If it is not available free of charge, Maine SNAP E&T will not reimburse any more than the published rate for any student.

EDUCATIONAL COMPONENT: CAREER / TECHNICAL EDUCATION PROGRAMS OR OTHER VOCATIONAL TRAINING

Description of the component. Provide a summary of the activities and services.

Maine SNAP E&T includes relationships with providers that enroll participants in community colleges and other post-secondary education programs that can provide certificate programs, associates, and bachelor's degrees focused on specific careers that are identified by the Maine Department of Labor as high wage and high demand. These careers are identified at:

<https://www.mainecareercenter.gov/docs/2021/cssp/CSSP2021HighWageInDemandlist.pdf>

These educational opportunities are not direct relationships with the educational institutions but are overseen by a contracted SNAP E&T provider who acts as a fiscal agent in collaboration with the post-secondary educational institution. These providers include Goodwill NNE, Strengthen L/A, Sunrise County Economic Council, and the Competitive Skills Scholarship Program. The SNAP E&T providers also deliver case management and reimburse participant supports while the participant is enrolled in the educational component.

A partnership with Maine Department of Labor includes the Competitive Skills Scholarship Program (CSSP), where SNAP E&T eligible students receiving CSSP scholarships may enroll in SNAP E&T.

Indicate the Target Population this component will serve. Select all that apply.

- ☒ ABAWDs
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

Varies by post-secondary education institution. SNAP E&T providers will work with the participant to assess and determine eligibility. There are standard tools utilized by all providers to determine this during the assessment process. The Department uses the Initial Screening form first, which indicates the want/need for post-secondary education. The World of Work Inventory and Accuplacer are two of the most common tools used for assessing for this purpose.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

150

Estimated Annual Component Administrative Cost

\$330,185.05

Not supplanting. Describe how the State agency ensures that costs attributed to the E&T program are not supplanting funds used for other existing educational programs.

Maine SNAP E&T requires providers to use all other grants and scholarships first. Since providers do not directly deliver these services, but act as a fiscal agent for educational institutions, there is no supplanting of funds for existing programs.

Providers are asked to refer participants to Maine Educational Opportunity Center (MEOC) to assure that this Educational Opportunity Center provider works with participants to apply for all potential financial aid and scholarships <https://meoc.maine.edu/>. MEOC was previously a contracted SNAP E&T provider, so its staff have a good understanding of SNAP E&T. This continuing collaboration will help to assure that all other financial aid opportunities are exhausted before SNAP E&T dollars are utilized.

SNAP E&T collaborates with several other scholarship programs to ensure all financial aid opportunities are considered. One such program is Higher Opportunities and Pathways to Employment (HOPE) a Maine OFI-operated post-secondary educational scholarship program for TANF eligible families who are not currently receiving TANF benefits. Another primary enroller for the educational component is the Competitive Skills Scholarship Program (CSSP). CSSP managers are not aware of SNAP status until participants are enrolled and eligible for all of the tuition reimbursement allowable by governing law at: www.mainecareercenter.gov/docs/2024/cssp/2024Ruleeffective3162024.pdf.

This process prevents any duplication or supplantation concern. The 50% funds from SNAP E&T are transferred by DHHS directly back into the CSSP program account to increase scholarship programming for more low-income scholarship recipients.

Cost parity. Describe how the State agency ensures that costs charged to E&T do not exceed the costs charged for non-E&T participants.

Maine SNAP E&T contractually requires providers to use all other grants and scholarships first. Since providers are not actually providing these services, this is not applicable.

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Percent of completers	Data is gathered from monthly rosters. Numerator is number of participants indicated as completing this component from 10/1/25 to 9/30/26. Denominator is number of participants enrolled in this component at any time from 10/1/25 to 9/30/26 minus those currently enrolled in this component during same time period.
Percent of completers employed 2nd quarter post completion of this component.	Data is gathered from monthly rosters. Numerator is number of completers employed from 4/1/26 to 6/30/26. Denominator is number of unduplicated participants from 10/1/25 to 9/30/26.
Income two quarters post completion of this component.	Data is gathered from ACES and ReEmployME. Average and median income calculated for completers of this component two quarters post completion.
Percent of completers receiving SNAP benefit two quarters post completion	Data is gathered from ACES. Numerator is number of completers receiving SNAP two quarters post completion. Denominator is number of completers from 10/1/25 through 9/30/26.

EDUCATIONAL COMPONENT: ENGLISH LANGUAGE ACQUISITION

Description of the component. Provide a summary of the activities and services.

Maine SNAP E&T provides ESL programming as necessary to participants, mostly to assist them in reaching English literacy thresholds required for another post-secondary or certificate programming.

Indicate the Target Population this component will serve. Select all that apply.

- ☒ ABAWDs
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

Participants with ESL needs. Providers typically use the Comprehensive Adult Student Assessment Systems (CASAS) tool to assess reading level needed for particular programs. If English proficiency assistance is needed, providers typically refer participants to Adult Education programs in their community that offer ESL courses.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

50

Estimated Annual Component Administrative Cost

\$110,061.68

Not supplanting. Describe how the State agency ensures that costs attributed to the E&T program are not supplanting funds used for other existing educational programs.

Maine SNAP E&T will not reimburse providers for tuition for any of these courses where it is otherwise available at no cost to the participant. SNAP E&T providers may make the referrals to classes and assist the participant in enrolling, or provide the training.

Cost parity. Describe how the State agency ensures that costs charged to E&T do not exceed the costs charged for non-E&T participants.

Most Maine SNAP E&T providers do not directly provide ESL programming, but enroll participants in ESL programming, reimbursing the tuition, if applicable, to that educational institution. The institutions that SNAP E&T providers enroll participants in for this programming are not

aware of the SNAP or SNAP E&T status of the applicant, so this is not applicable. In addition to enrolling participants with institutions that provide ESL.

EDUCATIONAL COMPONENT: WORK READINESS TRAINING

Description of the component. Provide a summary of the activities and services.

Strengthen Lewiston/Auburn will implement a structured job readiness certificate course that will include 8 modules that local employers of this chamber of commerce have indicated are most needed for employees that Strengthen L/A sent to them. The course will be offered in-person to SLA clients and virtually to participants of other E&T programs statewide. The eight modules include communication, time management, work ethic and professionalism, adaptability and flexibility, teamwork and collaboration, emotional intelligence, problem-solving, and conflict resolution. While it is expected that all programs informally include these topics in their job readiness work with clients, this structured course will enhance this training and most importantly, result in a certificate that local employers that the Chamber serves will recognize and consider in hiring.

Indicate the Target Population this component will serve. Select all that apply.

- ☒ ABAWDs
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

E&T participants indicating they want to participate in this two-part eight module course.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

40

Estimated Annual Component Administrative Cost

\$88,049.35

Not supplanting. Describe how the State agency ensures that costs attributed to the E&T program are not supplanting funds used for other existing educational programs.

This course will be tuition based. Both employers and SNAP E&T will be able to enroll participants in this course, for which a fee of \$400 will be invoiced to both employers and/or E&T providers.

Cost parity. Describe how the State agency ensures that costs charged to E&T do not exceed the costs charged for non-E&T participants.

The costs for non-E&T participants are confirmed to be the same costs as they are for E&T participants.

WORK EXPERIENCE COMPONENT: WORK ACTIVITY

Description of the component. Provide a summary of the activities and services.

Maine SNAP E&T will implement formal Work Activity programs overseen by contracted providers. Maine SNAP E&T will require providers to meet any federal standards in the SNAP E&T Toolkit in offering this component.

Indicate the Target Population this component will serve. Select all that apply.

- ☒ ABAWDs
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

TBD by employers working with contracted providers. This component will be allowed for all participants ready for work activity (as assessed by the provider) and have an opportunity available through provider/employer development. This component will also be used by Providers to assist ABAWDs with meeting work requirements.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

30

Estimated Annual Component Administrative Cost

\$66,037.01

CONTRACTS OVERVIEW

The State agency must enter every contract or third-party partner. Additionally, the State agency must report if an intermediary directly holds subcontracts with employment and training providers for the delivery of SNAP E&T services. The table below summarizes overall information across all contracts.

Total Number of Contracts + Subcontracts	Total Participants to be Served by Contracts	Total Admin Costs	Total Participant Reimbursement Costs	Total Budget
9	400	\$1,529,857.42	\$209,143.00	\$1,739,000.42

CONTRACTOR: CEDAR SPRINGS (GWNNE SUB-CONTRACTOR)

Is this Contractor an Intermediary with subcontractors?

- ☐ Yes
- ☒ No

Indicate the service type

- ☐ Consulting
- ☐ E&T Services
- ☒ Automation/IT
- ☐ Marketing
- ☐ Other

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$0.00

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$0.00

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

- ☐ Yes
- ☒ No

CONTRACTOR: COMMUNITY CARING COLLABORATIVE (SCEC SUB-CONTRACTOR)

Is this Contractor an Intermediary with subcontractors?

☐ Yes

☒ No

Indicate the service type

☒ Consulting

☐ E&T Services

☐ Automation/IT

☐ Marketing

☐ Other

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$0.00

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$0.00

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

☐ Yes

☒ No

CONTRACTOR: COMPETITIVE SKILLS SCHOLARSHIP PROGRAM

Is this Contractor an Intermediary with subcontractors?

- ☐ Yes
- ☒ No

Indicate the service type

- ☐ Consulting
- ☒ E&T Services
- ☐ Automation/IT
- ☐ Marketing
- ☐ Other

Will this E&T service be offered statewide?

- ☒ Yes
- ☐ No

Which E&T Services are offered by this contractor?

- ☐ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ Case Management Services
- ☐ English Language Acquisition
- ☐ Job Retention
- ☒ Job Search Training
- ☐ Self-Employment Training
- ☐ Work Activity
- ☐ Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

45

Are participant reimbursements provided by the Contractor?

- ☒ Yes
- ☐ No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

\$45,325.00

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$0.00

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$195,540.82

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

☐

Yes

☒

No

CONTRACTOR: GWNNE

Is this Contractor an Intermediary with subcontractors?

- ☐ Yes
- ☒ No

Indicate the service type

- ☐ Consulting
- ☒ E&T Services
- ☐ Automation/IT
- ☐ Marketing
- ☐ Other

Will this E&T service be offered statewide?

- ☒ Yes
- ☐ No

Which E&T Services are offered by this contractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ Case Management Services
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Work Activity
- ☒ Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

125

Are participant reimbursements provided by the Contractor?

- ☒ Yes
- ☐ No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

\$60,000.00

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$222,325.60

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$607,950.00

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

☐

Yes

☒

No

CONTRACTOR: LEWISTON/AUBURN CHAMBER OF COMMERCE- STRENGTHEN LEWISTON/AUBURN

Is this Contractor an Intermediary with subcontractors?

- ☐ Yes
- ☒ No

Indicate the service type

- ☐ Consulting
- ☒ E&T Services
- ☐ Automation/IT
- ☐ Marketing
- ☐ Other

Will this E&T service be offered statewide?

- ☒ Yes
- ☐ No

Which E&T Services are offered by this contractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ Case Management Services
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Work Activity
- ☒ Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

70

Are participant reimbursements provided by the Contractor?

- ☒ Yes
- ☐ No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

\$20,000.00

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$12,000.00

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$135,080.00

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

☐ Yes

☒ No

CONTRACTOR: MAINE IMMIGRANT AND REFUGEE SERVICES

Is this Contractor an Intermediary with subcontractors?

- ☐ Yes
- ☒ No

Indicate the service type

- ☐ Consulting
- ☒ E&T Services
- ☐ Automation/IT
- ☐ Marketing
- ☐ Other

Will this E&T service be offered statewide?

- ☐ Yes
- ☒ No

Indicate the counties where the service is offered by this contractor.

<input type="checkbox"/> County Name	<input type="checkbox"/> County Name	<input type="checkbox"/> County Name
<input checked="" type="checkbox"/> Androscoggin County	<input type="checkbox"/> Knox County	<input type="checkbox"/> Somerset County
<input type="checkbox"/> Aroostook County	<input type="checkbox"/> Lincoln County	<input type="checkbox"/> Waldo County
<input type="checkbox"/> Cumberland County	<input type="checkbox"/> Oxford County	<input type="checkbox"/> Washington County
<input type="checkbox"/> Franklin County	<input type="checkbox"/> Penobscot County	<input type="checkbox"/> York County
<input type="checkbox"/> Hancock County	<input type="checkbox"/> Piscataquis County	
<input type="checkbox"/> Kennebec County	<input type="checkbox"/> Sagadahoc County	

Which E&T Services are offered by this contractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ Case Management Services
- ☒ English Language Acquisition
- ☐ Job Retention
- ☒ Job Search Training
- ☐ Self-Employment Training
- ☐ Work Activity
- ☐ Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

50

Are participant reimbursements provided by the Contractor?

☐ Yes

☒ No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

\$0.00

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$0.00

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$126,050.00

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

☐ Yes

☒ No

CONTRACTOR: NEW VENTURES MAINE

Is this Contractor an Intermediary with subcontractors?

- ☐ Yes
- ☒ No

Indicate the service type

- ☐ Consulting
- ☒ E&T Services
- ☐ Automation/IT
- ☐ Marketing
- ☐ Other

Will this E&T service be offered statewide?

- ☒ Yes
- ☐ No

Which E&T Services are offered by this contractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ Case Management Services
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Work Activity
- ☒ Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

50

Are participant reimbursements provided by the Contractor?

- ☒ Yes
- ☐ No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

\$1,000.00

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$0.00

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$41,674.00

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

☐ Yes

☒ No

CONTRACTOR: SCEC- FAMILY FUTURES DOWNEAST

Is this Contractor an Intermediary with subcontractors?

- ☐ Yes
- ☒ No

Indicate the service type

- ☐ Consulting
- ☒ E&T Services
- ☐ Automation/IT
- ☐ Marketing
- ☐ Other

Will this E&T service be offered statewide?

- ☐ Yes
- ☒ No

Indicate the counties where the service is offered by this contractor.

<input type="checkbox"/> County Name	<input type="checkbox"/> County Name	<input type="checkbox"/> County Name
<input type="checkbox"/> Androscoggin County	<input type="checkbox"/> Knox County	<input type="checkbox"/> Somerset County
<input type="checkbox"/> Aroostook County	<input type="checkbox"/> Lincoln County	<input type="checkbox"/> Waldo County
<input type="checkbox"/> Cumberland County	<input type="checkbox"/> Oxford County	<input checked="" type="checkbox"/> Washington County
<input type="checkbox"/> Franklin County	<input type="checkbox"/> Penobscot County	<input type="checkbox"/> York County
<input checked="" type="checkbox"/> Hancock County	<input type="checkbox"/> Piscataquis County	
<input type="checkbox"/> Kennebec County	<input type="checkbox"/> Sagadahoc County	

Which E&T Services are offered by this contractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ Case Management Services
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Work Activity
- ☒ Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

40

Are participant reimbursements provided by the Contractor?

☒

Yes

☐

No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

\$43,930.00

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$8,425.00

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$11,416.00

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

☐

Yes

☒

No

CONTRACTOR: SCEC- STARTUP DOWNEAST

Is this Contractor an Intermediary with subcontractors?

- ☐ Yes
- ☒ No

Indicate the service type

- ☐ Consulting
- ☒ E&T Services
- ☐ Automation/IT
- ☐ Marketing
- ☐ Other

Will this E&T service be offered statewide?

- ☐ Yes
- ☒ No

Indicate the counties where the service is offered by this contractor.

<input type="checkbox"/> County Name	<input type="checkbox"/> County Name	<input type="checkbox"/> County Name
<input type="checkbox"/> Androscoggin County	<input type="checkbox"/> Knox County	<input type="checkbox"/> Somerset County
<input type="checkbox"/> Aroostook County	<input type="checkbox"/> Lincoln County	<input type="checkbox"/> Waldo County
<input type="checkbox"/> Cumberland County	<input type="checkbox"/> Oxford County	<input checked="" type="checkbox"/> Washington County
<input type="checkbox"/> Franklin County	<input type="checkbox"/> Penobscot County	<input type="checkbox"/> York County
<input checked="" type="checkbox"/> Hancock County	<input type="checkbox"/> Piscataquis County	
<input type="checkbox"/> Kennebec County	<input type="checkbox"/> Sagadahoc County	

Which E&T Services are offered by this contractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ Case Management Services
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Work Activity
- ☒ Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

20

Are participant reimbursements provided by the Contractor?

☒ Yes

☐ No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

\$38,888.00

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$0.00

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$169,396.00

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

☐ Yes

☒ No

WBL PROGRAMS OVERVIEW

State agencies must report on each provider that plans to offer a Work-based Learning (WBL) component, whether it is unsubsidized or subsidized by SNAP E&T funds.

OPERATING BUDGET

The regulations at 7 CFR 273.7(c)(6) outline State agencies must include an operating budget for the year. Complete all cost categories, as applicable. Note that the cost categories, outside of the contractual or county administered program line items, apply only to the State agency costs. The calculated values will automatically display upon selecting the Quick Save button.

Direct Program and Admin Costs

	Non-Federal Share	Federal Share	Total
Salary/Wages (State agency only)	\$0.00	\$94,555.40	\$94,555.40

List Full Time Equivalent (FTE) staff positions, percentage of time spent on the project, and average annual salary of each position. Example: E&T Manager - \$60,000 * .50 FTE = \$30,000; 5 E&T Counselors = \$25,000 * 1.00 FTEs * 5 = \$125,000.

Special Projects Manager-SNAP - \$94,058 * .1 FTE= \$9,405.80; Senior Planner \$73,382 * 1 FTE=\$73,382; Eligibility Specialist- \$47,070.40 * .25 FTE = \$11,767.60
--

	Non-Federal Share	Federal Share	Total
Fringe Benefits	\$0.00	\$66,628.40	\$66,628.40

Explain how fringe benefits are calculated and clearly explain how the amount listed was determined. If charging fringe benefits to the E&T program, provide the approved fringe rates.

Fringe benefits are a total of \$66,628.40 for three positions. Fringe rates vary by State of Maine and union negotiated job classifications. For the Special Projects Manager, Confidential fringe benefits are \$61,124 * .1 FTE = \$6112. For the Senior Planner, Pro/Tech Union fringe benefits are \$49,966 at 1 FTE. For the ES, Pro/Tech Union fringe benefits are \$42,200 * .25 FTE = \$10,550.
--

	Non-Federal Share	Federal Share	Total
Non-Capital Equipment	\$0.00	\$4,789.80	\$4,789.80

Describe non-capital equipment and supplies to be purchased with E&T funds.

State of Maine IT costs are included here at a standard rate of \$3548 per FTE. The PM cost at .1 FTE is \$354.80. The cost for Senior Planner at 1 FTE is \$3548. The cost for the ES at .25 FTE is \$887. The total cost for IT \$4789.80.
--

	Non-Federal Share	Federal Share	Total
Materials	\$0.00	\$1,260.00	\$1,260.00

Describe materials to be purchased with E&T funds.

Materials include a standard \$600 per FTE (at same percentages as above) for supplies (\$810 total) and printing and copying costs for posters and brochures at \$450.

	Non-Federal Share	Federal Share	Total
Travel	\$0.00	\$12,810.80	\$12,810.80

Describe the purpose and frequency of staff travel charged to the E&T program. This should not include E&T participant reimbursements for transportation. Include planned staff training and registration costs for training that will be charged to E&T funds.

In state travel for State Agency visits to Providers and management evaluation visits is a total of \$2425, which includes State of Maine mileage rates (currently .54 or approximately 3700 miles) and two GSA per diem rooms for two overnight visits for two staff (approximately \$440). Out
--

of state travel is included for two staff to attend two out of state conferences (APHSA or other workforce development conferences), and a E&T national or NERO conference, at \$7000. DHHS Staff training is also included in this category, which has a standard State of Maine cost of \$2508 per FTE (calculated with same percentages as above), for total training costs of \$3385.80. The total Travel and Training budget is \$12,810.80.

	Non-Federal Share	Federal Share	Total
Building Space	\$0.00	\$30,400.00	\$30,400.00

Explain how building space is calculated and clearly explain how the amount listed above was determined. If charging building space to the E&T program, describe the method used to calculate space value.

The State of Maine DICAP rate includes space, rent, and DHHS costs such as Division of Contract Management, Commissioner's Office and DHHS Audit, and is billed at 80% of the cost of \$38000, for a total of \$30,400.

	Non-Federal Share	Federal Share	Total
Equipment and other capital expenditures	\$0.00	\$0.00	\$0.00

Describe equipment and other capital expenditures over \$5,000 per item that will be charged to E&T funds. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)

N/A

	Non-Federal Share	Federal Share	Total
Subtotal / State Agency Costs Only	\$0.00	\$210,444.40	\$210,444.40
Contractual Costs	\$643,553.41	\$886,304.01	\$1,529,857.42
County Administered Direct Program Admin Cost	\$0.00	\$0.00	\$0.00
Total Direct Program and Admin Costs	\$643,553.41	\$1,096,748.41	\$1,740,301.82

Indirect Costs - Using Indirect Cost Rate

	Non-Federal Share	Federal Share	Total
Indirect Costs	\$0.00	\$4,153.83	\$4,153.83

Indirect costs (also called overhead costs) are allowable activities that support the E&T program, but are charged directly to the State agency. If using an indirect cost rate approved by the contingent agency, upload the approval letter.

Indirect Costs - Using Federally Approved Cost Allocation Plan

	Non-Federal Share	Federal Share	Total
Federally Approved Cost Allocated Costs - State agency only	\$0.00	\$0.00	\$0.00
County Administered Allocated Costs (only applicable to County Administered Programs)	\$0.00	\$0.00	\$0.00
Total Allocated Costs based on Cost Allocation Plan	\$0.00	\$0.00	\$0.00

In-kind Contribution

	Non-Federal Share	Federal Share	Total
State In-kind Contribution	\$0.00	\$0.00	\$0.00
Total Administrative Costs	\$643,553.41	\$1,100,902.24	\$1,744,455.65

Participant Reimbursements

	Non-Federal Share	Federal Share	Total
Dependent Care	\$8,111.00	\$8,111.00	\$16,222.00
Transportation & Other Costs	\$96,460.50	\$96,460.50	\$192,921.00
State Agency Cost for Dependent Care	\$0.00	-	\$0.00
Total Participant Reimbursements	\$104,571.50	\$104,571.50	\$209,143.00

Total Costs

	Non-Federal Share	Federal Share	Total
Total Cost	\$748,124.91	\$1,205,473.74	\$1,953,598.65

FUNDING SOURCES

Fields for the Funding Sources section will populate from other sections, such as the Operating Budget section or annual allocations decided by FNS OET.

The system will provide the States 100 percent allocation as well as the target for the total 50/50 funds, as provided in the annual E&T final allocation memo.

State agencies may enter funds into the field "100 Percent Federal Grant - Additional Funds" for planning purposes. This field must be blank before initial submission. State agencies that wish to request additional 100% funds can do so via the Funding Requests tab. If the request is approved, State agencies will see the approved amount populated in this field, and a new State Plan Amendment must be submitted.

The system utilizes a formula that distributes administrative costs to the various funding sources (i.e. 100 percent Federal, 50 percent Federal Admin and 50 percent Non-Federal Admin.) The formula also establishes a funding hierarchy for the use of all available 100 percent Federal funds. This funding hierarchy will assign the planned administrative expenses against the regular 100 Federal grant first, then depending upon availability, against additional 100 percent funds, able-bodied adults without dependents (ABAWD) pledge funds, if applicable. Any planned costs over the available 100 percent funds will be evenly distributed against the 50 percent Admin funds.

The planned expenses shown for the field "100% Federal Grant" will be inclusive of the formula allocation, as well as any additional Federal funds approved. Fields in the column "Distribution of Planned Expenses" are populated from the planned expenses table. States can use this table to extrapolate figures, but cannot submit the form until 100% of Federal additional funds under the "Allocation or Target" column has been removed.

SNAP Employment and Training Funding Sources

Source Type	Funding Sources	Allocation or Target	Distribution of Planned Expenses	Over/Under Allocation/Target or Over/Under Planned Expenses	Percent of Allocation Planned Use
Federal	100 Percent Federal Grant	\$457,396.00	\$457,348.83	(\$47.17)	99.99%
Federal	100 Percent Federal Grant - Additional Funds	\$0.00	\$0.00	\$0.00	-
Federal	ABAWD Pledge Grant		\$0.00	\$0.00	-
Federal	Total - All 100 Percent Funds	\$457,396.00	\$457,348.83	(\$47.17)	-
Federal	50 Percent Administrative	-	\$643,553.41	-	-
Non-Federal	50 Percent Administrative	-	\$643,553.41	-	-
Federal	50 Percent Participant Reimbursements	-	\$104,571.50	-	-
Non-Federal	50 Percent Participant Reimbursements	-	\$104,571.50	-	-
Federal	Total 50 Percent Federal Target	\$847,656.00	\$748,124.91	(\$99,531.09)	-
Total	All Sources	\$1,305,052.00	\$1,953,598.65	-	-

Total Fiscal Year Plan Funding

Funding Sources	Non-Federal Share	Federal Share	Total
100 Percent Federal Grant	-	\$457,348.83	\$457,348.83
ABAWD Pledge Grant	-	\$0.00	\$0.00
50 Percent Administrative	\$643,553.41	\$643,553.41	\$1,287,106.82
50 Percent Dependent Care	\$8,111.00	\$8,111.00	-
50 Percent Transportation/Other	\$96,460.50	\$96,460.50	-
50 Percent Total Participant Reimbursements	\$104,571.50	\$104,571.50	\$209,143.00
Total 50 Percent Funds	\$748,124.91	\$748,124.91	\$1,496,249.82
Total	\$748,124.91	\$1,205,473.74	\$1,953,598.65

PLEDGE TO SERVE ALL ABAWDs

The Act authorizes FNS to allocate \$20 million annually to State agencies that commit, or pledge, to ensuring the availability of education, training, or workfare opportunities that permit able-bodied adults without dependents (ABAWDs) to remain eligible beyond the 3-month time limit.

To be eligible for these additional funds (pledge funds), State agencies must pledge to offer and provide an opportunity in a work program that meets the participation requirements of 7 CFR 273.24 to every applicant and recipient who is in the last month of the 3-month time limit and not otherwise exempt. Individuals are exempt from the time limit if they meet an exception under 7 CFR 273.24(c), reside in an area covered by a waiver in accordance with 7 CFR 273.24(f), or who are exempted by the State under 7 CFR 273.24(g).

Is the State agency pledging to offer qualifying activities to all ABAWDs subject to the criteria under 7 CFR 273.7(d)(3)(i)?

☐ Yes

☒ No